New Instructor Orientation
June 3, 2016

Enjoy your breakfast. We will begin at 9:00am.
## Orientation Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>8:30</td>
<td>Registration &amp; Continental Breakfast</td>
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<tr>
<td>9:00</td>
<td>Welcome Remarks</td>
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<tr>
<td>9:15</td>
<td>What is UConn Early College Experience?</td>
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<tr>
<td>9:45</td>
<td>Knowing Your UConn NetID &amp; HuskyCT</td>
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<tr>
<td>10:15</td>
<td>Break</td>
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<tr>
<td>10:30</td>
<td>Library Databases: Accessing UConn’s Academic Resources</td>
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<tr>
<td>11:00</td>
<td>Registration and Instructor Responsibilities</td>
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<tr>
<td>11:45</td>
<td>ECE Q&amp;A and Wrap Up</td>
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<tr>
<td>12:00</td>
<td>Lunch &amp; Networking</td>
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<tr>
<td>1:00</td>
<td>Discipline Specific Orientation</td>
</tr>
</tbody>
</table>
Welcome

Brian Boecherer
Executive Director, UConn Early College Experience
What academic area is your UConn certification?

A. Fine Arts (Art, Music)
B. Humanities (English, Foreign Languages, History, ...)
C. Social Sciences (Economics, Human Rights, Political Science, ...)
D. STEMs (Agra-Science, Marine Science, Stats, Math, ...)
E. More than one area
How long was your commute to today’s Orientation?

A. 10-30 Minutes
B. 30-45 Minutes
C. 45-60 Minutes
D. More than an hour
What am I looking forward to most in today’s Orientation?

A. Meeting my Faculty Coordinator and discussing the course
B. Making sure I understand my range of academic freedoms
C. Learning about access to the UConn library for me and my students
D. Meeting the ECE staff to know who can support my admin. issues
E. I heard UConn makes really good brownies...
What is UConn Early College Experience?

Brian Boecherer
Executive Director, UConn Early College Experience
I have a question about workshop attendance, who should I email?

A. Magda Narozniak – She is the data expert, maybe she can help...
B. Melanie Ochoa – She answers all my questions about grading, she probably knows about workshops too...
C. Jessica Parker – She solved my class roster problems, maybe she can answer this question...
D. Stefanie Malinoski – She knows everything about workshops (hint, hint)
E. Brian Boecherer – It takes him about 48 hours to respond to most emails, I’m in no rush
Break & Networking until 10:30am
Knowing Your UConn IDs & Tech Resources

Magdalena Narozniak, Program Coordinator for R&D
Melanie Ochoa, Program Assistant for Academic Standards
UConn Email

Usually “firstname.lastname@uconn.edu”
magda.narozniak@uconn.edu

- We link your business email to your UConn email
- You can look up your email address in the Student Administration System
- The only time you’ll really need it is when using an ILL account
UConn NetID

Usually “initialsdatejoinedorder”
man12007

- Single Sign-in for most university services
- You should have received this by email
- Look-up at netid.uconn.edu
Problems with your NetID?
Go to https://netid.uconn.edu/
Problems with your NetID or any other tech?

Contact University of Connecticut Information Technology Services (UITS) at 860.486.4357 or helpcenter@uconn.edu
iClicker Question

What do you do if you need help with your UConn NetID?

A. Call Magda, she knows everything!
B. Contact UITS at 860.486.4357 or helpcenter@uconn.edu
C. Reach out to my high school’s tech staff for assistance
D. Ignore it and try again tomorrow
UConn ECE Credentials

NetID
- Most library resources
- HuskyCT
- Student Administration System
- Wireless internet on campus

UConn Email
- Interlibrary Loan
- RefWorks
- Google Apps for Education
UConn One-Card

• ID Card
• Often used to borrow library books (but not required to do so)
• If you were able to upload a photo, you received your ID at check-in. If not, please see an ECE staff member at lunch time.
Google Apps for Education

http://g.uconn.edu/

• Opt-in to services
• 30GB of storage
• Create Google Site for Class
• Share documents
Student Administration

- Sign in using NetID and password
- View and print rosters
- Submit grades
- Request a HuskyCT site

student.studentadmin.uconn.edu
View, Verify, & Print

Class Rosters

- Signed, final class rosters are due by October 7, 2016
- Rosters may be emailed or faxed to the Early College Experience Office
  - ece@uconn.edu
  - Fax #: 860-486-0042
Submit Grades

- Fall Course Grades: February 15
- Spring and Full Year Course Grades: July 1

*Numerical grades will not be accepted, contact Faculty Coordinators directly with any questions regarding calculating or converting a course grade.
Look for your discipline specific HuskyCT site!

**Faculty Coordinators:**
- Share course materials
- Handbooks
- Syllabi Samples
- Final Examinations

**Instructors:**
- post course materials
- online assignments
- discussion forums
- Tests/quizzes

HuskyCT
lms.uconn.edu
Request a HuskyCT for your UConn ECE class

*Only UConn ECE enrolled students will have access to HuskyCT sites
Which of the following will you NOT use your NetID for?

A. Utilizing the library resources
B. Checking out the resources from the faculty on Husky CT
C. Accessing the wireless internet network on campus
D. Entering a lottery for UConn Basketball tickets
E. Logging into Student Admin to enter grades
Welcome!

Follow us on Twitter:
@uconnece

Like us on Facebook:
facebook.com/Uconnece
For info & class news

Visit our website:
ce.uconn.edu
Tons of resources!

You can get this for your website!
Library Databases: Accessing UConn’s Academic Resources

Kate Fuller, Head of Learning & Curriculum
Kim Wilk, Patron Access & Staff Sharing Program Coordinator
Homer Babbidge Library
UConn Libraries

http://lib.uconn.edu
Borrowing Privileges for ECE Students

- Same as Undergrads—Books may be borrowed for 30 days with 2 renewals
- 14 day loan for media (DVD’s/VHS) – no renewals
- Limit of 150 books to be checked out
- Any library notification (Courtesy notice, Recall notice, Overdue notice) will be sent to the @uconn.edu email address
- Students are responsible for any fines/fees accrued due to late returns, loss/damage of material
- Cards will expire at the end of June
- NO RETURNING OF MATERIALS TO PUBLIC LIBRARIES (Returns only to UConn Storrs or the branches – Avery Point, Stamford, Waterbury, or West Hartford)
Which of the following is TRUE?

A. You can return UConn books to any public library.
B. Students will have to pay extra to use the library resources.
C. Instructors can check out 150 books.
D. Community borrower cards expire in May.
E. Only books may be checked out.
Registration & Instructor Responsibilities

Jessica Parker, Registration Specialist
2016 Registration Deadlines

April 30\textsuperscript{th} Registration systems open
June 1\textsuperscript{st} Deadline for applications
June 30\textsuperscript{th} Deadline for course enrollment

Add/Drop Deadlines

August 15\textsuperscript{th} Add/Drop begins and the registration systems reopen
September 15\textsuperscript{th} Late application deadline
September 30\textsuperscript{th} Late enrollment deadline to add or drop courses with a $25 add/drop fee
Complete Registration Process

1. COMPLETE Consent Form
   - Work with your school counselor to choose courses.
   - Write approved courses on bottom of consent form.
   - Obtain all signatures in ink.
   - Make an electronic copy.

2. APPLY ONLINE
   (All students must submit a new application and consent form each year)
   - Go to ece.uconn.edu and click "Apply Now". Be prepared to upload the electronic copy of your completed consent form.
   - Complete all steps until you have ALL GREEN CHECKMARKS. You may opt-in to receive NetID activation notifications for the next step in the process.
   - Return to Main Menu and click "Submit Application".

3. ACTIVATE or Access Your UConn NetID
   - New students: Activate your NetID on netID.uconn.edu by following instructions e-mailed to you.
   - Returning students: Find your NetID at netID.uconn.edu and recall your NetID password. If needed, click "Reset" under Reset Password on the Home page.

4. ENROLL in Courses
   (It will take 3-5 business days for your application to be processed before you are approved to enroll in courses)
   - Log in to the Compass Enrollment Center with your activated NetID and password.
   - Add all fall and spring courses to your shopping cart. All full year courses will be listed under Fall 2016.
   - Validate and enroll

5. PAY Your Fee Bill
   - Once enrolled, monitor your e-mail for your notification of new charges.
   - Use link in e-mail to pay online.
   - Go to ece.uconn.edu for all payment options.

ece.uconn.edu
For Detailed Registration Instructions

APPLICATION DEADLINE: June 1, 2016
ENROLLMENT DEADLINE: June 30, 2016

Add/Drop Period
An additional $25 Add/Drop processing fee is charged to participate during the Add/Drop period.

LATE APPLICATION DEADLINE: September 15, 2016
ENROLL/DROP DEADLINE: September 30, 2016
Complete Consent Form
Apply Online

Deadline to apply was June 1st

Late Application deadline is September 15th

The e-mail address provided during the application is what will be used throughout the entire registration process!
Activate or Access NetID

Welcome to the NetID Homepage

Your NetID credentials allow you to authenticate into a wide variety of computing services at the University of Connecticut.

New to UConn or unfamiliar with the NetID system?

Frequently asked questions

HELPFUL LINKS

Student Home
Faculty/Staff Home
Contact Information
UITS Home
UITS Security Home

netid.uconn.edu
Enroll in Courses Online

Enrollment Deadline is **June 30**\textsuperscript{th}

Students log in to the Compass Enrollment Center to enroll with their activated NetID and password.

Students must enroll in Fall and Spring courses at the same time.

**Add/Drop** deadline with additional $25 fee is **September 30**\textsuperscript{th}.

Dropping Courses: to drop a UConn ECE course the student must do so via the Compass Online Enrollment Center by September 30\textsuperscript{th}. 
True or False: Students can enroll in UConn classes for 2016-2017 after September 30, 2016.

A. True
B. False
Pay Fee Bill

All students will receive their UConn ECE fee bills via e-mail. They WILL NOT be mailed a paper fee bill.

Failing to receive an e-mail bill notification does not absolve the student of the responsibility of payment by the due date.

- Student e-bills will start to be generated in July 2016.
- Fall and Full-year courses have a due date of November 2016.
- Spring courses will have a due date of January 2017.
Class Rosters

Please be sure to monitor your class rosters throughout the entire registration process on Student Administration.
Why Are Rosters Important?

To insure that students are properly enrolled.

To assure that students earn college credit.

To prevent students from being incorrectly billed.
Class Rosters

Signed final class rosters are due by

October 7, 2016

- Each student must update his/her own record online by September 30, 2016.

- Final class rosters are available to be printed on Student Administration starting October 1, 2016.

- You are required to print final class rosters, sign on the roster that it is 100% accurate, and e-mail or fax each roster to the Early College Experience Office by October 7, 2016.
Checking my UConn class roster is important because:

A. I’m bored and need more work to do.
B. What? Trick question! I don’t have to check my rosters...right?
C. It helps insure that students are properly enrolled, graded and billed.
D. My students are super amazingly smart and therefore I don’t need to verify my roster. I trust them all to be registered properly.
Q&A

Wrap Up

Survey Results
What academic area is your UConn certification?

A. Fine Arts (Art, Music)
B. Humanities (English, Foreign Languages, History, ...)
C. Social Sciences (Economics, Human Rights, Political Science, ...)
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Lunch and Networking until 1pm

Become familiar with our website for updates and news: ece.uconn.edu

Follow us on:

https://twitter.com/uconnece
https://www.facebook.com/uconnece

Welcome to the UConn ECE Family! We are pleased to work with you
## Discipline-Specific Orientations

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<thead>
<tr>
<th>Discipline</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>Meet faculty at front desk</td>
</tr>
<tr>
<td>American Studies</td>
<td>SU 316</td>
</tr>
<tr>
<td>Art</td>
<td>Meet faculty at front desk</td>
</tr>
<tr>
<td>Biology</td>
<td>LH 111 <em>(meeting at 11:30)</em></td>
</tr>
<tr>
<td>Chemistry</td>
<td>SU 321</td>
</tr>
<tr>
<td>Classics</td>
<td>SU 325</td>
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<tr>
<td>English</td>
<td>SU Ballroom</td>
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<tr>
<td>Environmental Science</td>
<td>LH 109</td>
</tr>
<tr>
<td>EDLR</td>
<td>Meet faculty at front desk</td>
</tr>
<tr>
<td>European History</td>
<td>Meet faculty at front desk</td>
</tr>
<tr>
<td>French</td>
<td>SU 322</td>
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<tr>
<td>HDFS</td>
<td>SU 320</td>
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<tr>
<td>Human Rights</td>
<td>Meet faculty at front desk</td>
</tr>
<tr>
<td>Math</td>
<td>LH 107</td>
</tr>
<tr>
<td>Music</td>
<td>SU 318</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Meet faculty at front desk</td>
</tr>
<tr>
<td>Physics</td>
<td>SU 317</td>
</tr>
<tr>
<td>Plant Science</td>
<td>SU 319</td>
</tr>
<tr>
<td>Political Science</td>
<td>Meet faculty at front desk</td>
</tr>
<tr>
<td>Spanish</td>
<td>LH 108</td>
</tr>
<tr>
<td>U.S. History</td>
<td>LH 110</td>
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If you do not see your discipline listed above your faculty representative is unable to attend today's event and will be in contact with you (if they haven’t already) to discuss the course(s).

(ANSC, CHIN, ECON, STAT, MARN, LLAS)